



# *Burwood Council*

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## **RUBBISH SKIPS POLICY**

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## **Purpose**

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The policy details the responsibilities of skip company operators (licensees) for the management of temporary skip bins placed on the roadway (excluding the footpath/nature strip) for building waste.

In other instances, building materials may be permitted to be stored on the roadway on approval of an application and payment of fees (refer Work Zone Policy).

## **Scope**

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This policy is applicable to Council and Rubbish Skip Companies who provide skip bins in the Burwood Local Government Area.

## **Liaison and Compliance Protocol**

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### **Licence Criteria**

Council is responsible to the community for the management of the roadway.

Council seeks to encourage a professional partnership approach in its liaison with rubbish skip suppliers and users. Council wishes to support such activities subject to compliance with the public interest principles documented in this plan.

Skip suppliers must be licensed by Burwood Council to provide skips for use in Burwood LGA. Requirements include:

- Providing confirmation of a current public liability insurance policy in the amount of \$20 million against any action that may arise as a result of the use of the roadway.
- Lodging a one-off damage deposit as per the approved schedule of fees for the relevant financial period.
- Paying an annual fee as per the approved schedule of fees in the relevant financial period.

The use of Skip Bins on roadways may require compliance with other Council Policy and/or legislation.

### **Applications and Fees**

All skips to be placed on a roadway must be approved by Council and complete all tasks as outlined in the License.

### **Protocols on non-compliance actions**

The following are general guidelines for non compliance. Council has discretion to vary these protocols depending on the individual circumstances, the nature or extent of non-compliance or prior non compliance.

Non-compliance protocols are aimed at achieving responsible and amicable solutions to license breaches and/or unauthorised skips.

Infringement notices will include penalty fines not less than \$220, or the approved infringement fine scheduled by Revenue NSW at the time of the offence.

### **Breaches of Conditions**

Step 1 – Warning notice issued to Licensee (except if the thing is placed in a position posing an imminent danger to the public).

Step 2 - Infringement Notice served if failure to act after Notice to Comply.

Step 3 - Following Infringement Notice, license may be cancelled and/ or further action taken.

### **Operating without a Licence**

Step 1 - Application form issued and warning notice issued (except if the thing is placed in a position posing an imminent danger to the public).

Step 2 - Infringement Notice served if failure to act after Notice to Comply.

Step 3 - Continued non compliance may then result in further action being taken.

### **Operating with an Expired Licence**

Step 1 - Application form is issued to Skip Rubbish Company and warning notice issued (except if the thing is placed in a position posing an imminent danger to the public).

Step 2 - Infringement Notice served if failure to act after Notice to Comply.

Step 3 - Continued non compliance may then result in further action being taken.

## **Site Assessment Criteria**

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### **Preferred Location**

Skips should be placed on private property and only placed on roadways (excluding footpath/verges) when there is insufficient space on private property.

### **Objective**

Skips should be positioned safely without blocking access or visibility for pedestrians or cars.

### **Standards**

Suitable locations are limited to streets with sufficient road space. Skips will not be permitted in laneways, on footpaths, or in streets where pedestrian or vehicular traffic will be obstructed. A Skip Zoning Map has been developed to provide direction and information to Rubbish Skip Companies regarding the permitted size of skips allowed to operate within the Burwood Local

Government Area. The size of a skip on a roadway area is determined by the width of the street ensuring no public inconvenience or obstruction (refer Appendix A, Skip Zoning Map).

Only skip supply companies approved by Council will be permitted to operate within Burwood Local Government Area (LGA).

## **Accessibility Corridors**

### Objective

Adequate clearances are to be maintained at all times and the skip should not compromise existing public road activities.

### Standards

The skip shall not cover or impede access to public or private utility access, water hydrants and drainage pits or obstruct the view of advisory and regulatory signs and traffic controls.

The skip must be placed on the roadway obeying Australian Road Rules and not contrary to no stopping signs, transit lanes, clearways, bus zones, mail zones or any other similar areas.

Skips will only be approved for placement in areas shown as appropriate on the Skip Zoning Map within the Burwood LGA (see Appendix A, Skip Zoning Map). The Skip Zoning Map will determine prohibited areas and permitted areas for specific size skips.

## **Ongoing Management**

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### **General**

The licensee must ensure that the site for placement of the skip is maintained and operated safely and that pedestrians have free access to the footpath.

The Licensee will be liable for any damages to Council's assets (kerbs, pits, gutter, footpath, road sheeting, signage poles and trees).

The licensee (or agent, e.g. lessor of the rubbish skip) shall maintain public liability insurance to the amount of \$20 million against any action that may arise as a result of the use of the roadway for the duration of the License.

The licensee shall have available a copy of the current license and allow inspection of it by an authorised Council Officer on request.

Skips will only be permitted on the roadway under the following conditions:

- Skips are not to be placed in metered or ticketed areas unless specific approval from Council is granted in writing.
- Skips must not be placed in time-restricted parking areas for more than 24 hours.
- Skips must not be placed for a period exceeding three days in unrestricted parking areas.

- If a skip is required for in excess of three days, a fee will be required to be paid which will compensate for the loss of space. For longer projects the alternative is to apply for a Work Zone Permit (refer Work Zone Policy).

### **Environment Protection Controls**

The licensee is responsible for any environmental contamination resulting from the skip. Should contamination occur, the licensee is responsible, at their own cost, for returning the affected area to its condition prior to the contamination. If the licensee does not comply with this condition, Council may carry out the necessary work and the licensee will be required to reimburse Council for the cost of this work.

On expiry the licensee shall, at their own expense, remove the skip and ensure the area is returned to its original condition. Where there is evidence of damage, contact shall be made with Council to make arrangement for a mutual inspection in the first instance.

Skip bins shall be placed to ensure no damage results to branches, trunks or roots of a tree. Skip bins shall not be placed directly under the canopy of any trees. Loading and unloading of skip bins must not take place directly under the canopy of any trees.

### **Definitions**

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The term 'roadway' for this policy does not include footpath areas.

The term 'rubbish skips' for this policy refers to storage skips used for the temporary storage of building waste.

### **Related Information**

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- Work Zone Policy
- Compliance and Enforcement Policy

### **Review**

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Policy to be reviewed every four years from the date of adoption.

### **Contact**

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Group Manager Compliance – Compliance Team for management and regulation of the activity.  
9911 9892

Manager Traffic and Transport – Traffic and Transport for approval of skip bins on roadway.  
9911 9884

## Appendix A

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In certain instances there is a need for use of the roadway (excluding the footpath/nature strip) for temporary storage of building waste in storage skips. The policy is designed to ensure that the skip company operators (licensees) are responsible for the management of the skip bins whilst on the roadway. Burwood Council has developed a Skip Zoning Map to determine the locations that skip bins are permitted to stand and that are authorised by the Policy. Below is an explanation of the sites:

- All streets (marked white), excluding laneways and prohibited areas (marked red) are permitted to stand a skip up to 4 cubic meters.
- Streets marked yellow are permitted to stand a skip up to 8 cubic meters.
- All roads marked orange come under the care and control of Roads & Maritime Services (RMS). Please obtain written approval prior to the standing of a skip from the RMS.
- Any proposal to stand a skip bin on a park or reserve must also obtain written approval from Burwood Council's Manager Parks.

